



STUDENT RADIO ASSOCIATION

Private Company Limited by Guarantee and Not Having a Share Capital

The Student Radio Association Ltd.

Articles of Association & Constitution

Adopted: 4th April 2013

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The Student Radio Association Ltd.

Constitution

1. Name

- 1.1 The name of the organisation shall be The Student Radio Association Ltd. (the 'Organisation')

2. Interpretation

- 2.1 "the Act" means the Companies Act 2006 including any statutory modification or re-enactment thereof for the time being in force.
- 2.2 "the Constitution" shall refer to this document which forms the Constitution and Articles of Association for the organisation.
- 2.3 "student radio" shall be defined as: "Radio stations based at, or affiliated to, a place or places of education."
- 2.4 "a policy" shall refer to a resolution as defined under the Act and be a written document that sets out a clear aim or statement of intent that shall be implemented across every activity of the Organisation. They must be voted as policy at a General Meeting.
- 2.5 "an operational document" means a written document that sets out the protocol or method of implementation of an activity undertaken by the Organisation. They can be initiated and altered by a majority vote of the Executive.
- 2.6 "the Executive Committee" shall refer to the elected officials as defined under section 7 who perform the role of company directors and have overall responsibility for the running of the Organisation.
- 2.7 "the Members" shall mean all ordinary, individual, and associate members as defined under section 6.
- 2.8 Conflict of Interest shall be defined as: "An activity undertaken by an individual that may prevent that person making an objective decision with regards to their responsibilities within the Organisation"
- 2.9 "the United Kingdom" means Great Britain and Northern Ireland.

Expressions referring to writing shall unless the contrary intention appears become construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form. Unless the context otherwise requires, words or expressions contained in the Constitution shall bear the same meaning as in the Act or any statutory modification thereof in force at the date at which this Constitution becomes binding on the Organisation. The regulations in Table C schedule to the Companies (Tables A To F) Regulations 1985 as amended by SI 2007/2541 and SI 2007/2826 shall, except where they are varied by or are inconsistent with the Constitution apply to the Organisation.

3. Objects

- 3.1 The Organisation is established for the objects expressed in the Memorandum of Association.

4. Membership

- 4.1 Ordinary Membership is available to all student radio stations in the United Kingdom subject to the definition of Student Radio detailed within clause 2.3 and upon payment of the appropriate membership fee.
- 4.2 Individuals may join the Student Radio Association as Individual Members upon payment of the appropriate membership fee. Those eligible for this type of membership will be:
 - 4.2.1 Students participating in student / voluntary radio where the organisation with which they participate has not taken up Ordinary Membership
- 4.2.2 Officers of the Organisation, who shall have their membership fee waived.
- 4.3 Associate Membership of the Organisation shall be open to any external organisations who may on occasion wish to affiliate – at the discretion of the Executive Committee.
- 4.4 A majority decision at a quorate meeting of the Executive Committee can terminate any membership. The Chair of the Organisation shall write to the member explaining the decision, and the member shall have the right to appeal any such decision to a General Meeting.
- 4.5 The Executive Committee may, on the recommendation of the Finance Manager, suspend any member who does not pay on time any bill or invoice levied against them. Membership will only be reinstated upon the payment of the overdue balance.
- 4.6 Members may resign their membership at any time in writing to the Membership and Development Officer
- 4.7 Every member of the Organisation shall give their written consent and be entered onto the register of members.
- 4.8 The Company Secretary or appointed deputy will keep a written register of all members, at an address that is held on record by the Registrar of Companies.

5. Honorary Life Membership

- 5.1. The Organisation shall, from time to time, bestow the title of Honorary Life Member upon an individual who has made a significant or sustained contribution towards achieving or furthering the aims of the organisation
- 5.2. The decision to award an Honorary Life Membership shall be taken by the Executive and ratified at a General Meeting.
- 5.3. No more than four (4) Honorary Life Memberships shall be awarded in any twelve-month period.
- 5.4. A register of Honorary Life Members shall be attached as an appendix to this Constitution.

6. Membership

- 6.1. Ordinary and Individual Members shall pay an annual subscription fee, the amount of which shall be set by the Executive Committee and communicated to the membership at least three months before coming into force.
- 6.2. The Executive Committee shall set Associate Membership subscription fees on a case-by-case basis.
- 6.3. Temporary exemption from payment may be granted at the discretion of the Executive Committee.
- 6.4. Members who resign or have their membership terminated or suspended will not be entitled to a refund of their subscription fee.

7. Executive Officers

7.1. There will be six elected Executive Officers whose job it is to oversee the day-to-day running of the Organisation. The positions will be:

- 7.1.1. Chair
- 7.1.2. Operations Officer
- 7.1.3. Marketing and Communications Officer
- 7.1.4. Membership and Development Officer
- 7.1.5. Events Officer
- 7.1.6. Industry Liaison Officer

7.2. The responsibilities of every Executive Officer are:

- 7.2.1 To attend General and Executive Committee Meetings.
- 7.2.2 To present a report of achievement at every General Meeting.
- 7.2.3 To communicate their activities to the Members.
- 7.2.4 To declare any Conflict of Interest to the Executive Committee.
- 7.2.5 To represent the Organisation in a professional manner.
- 7.2.6 To uphold the aims of the Organisation as set out in section 3 and adhere to any policy or operational documents enacted by the Organisation.
- 7.2.7 To deliver a full and comprehensive handover for their successor.
- 7.2.8 To manage any positions defined as reporting to them under Appendix III, and to take overall accountability for the delivery of their responsibilities.

7.3. The individual responsibilities of the **Chair** are:

- 7.3.1 To be the spokesperson for the Organisation
- 7.3.2 To manage relationships with key radio industry stakeholders
- 7.3.3 To support the other Officers of the Organisation.
- 7.3.4 To be responsible for the organisation and chairing of Executive Committee and General Meetings.
- 7.3.5 To work alongside the other Officers to secure the viable long-term future of the Organisation and its Members.
- 7.3.6 To be responsible for overseeing any campaigns or lobbying which the Organisation may undertake from time to time.
- 7.3.7 To take ultimate accountability for all press and publications issued by the Organisation.
- 7.3.8 To take ultimate accountability for the financial affairs of the Organisation.

7.4. The individual responsibilities of the **Operations Officer** are:

- 7.4.1 To record the minutes of all meetings and to distribute them to the Executive Committee.
- 7.4.2 To take responsibility for administration in relation to all events; including guest-listing, registration, and ticket sales.
- 7.4.3 To work with the Financial Manager and the Chair of the Organisation to ensure the Constitution and operational documents are up to date.
- 7.4.4 To keep accurate records of the state and operations of the organisation, and be able to communicate that accurately.
- 7.4.5 To provide administrative support to the rest of the Executive Board.
- 7.4.6 To process membership applications and maintain the register of Members.
- 7.4.7 To support other members of the Executive Board in matters of paperwork and record keeping.
- 7.4.8 To develop and maintain strong two-way communication with members.

- 7.4.9 To be responsible for creating and updating an annual development plan that sets out objectives of the organisation, and for measuring progress against the plan.

7.5. The individual responsibilities of the **Marketing and Communications Officer** are:

- 7.5.1 To be ultimately responsible for the direction of the Organisation's brand and identity, as well as the online and social media presence.
- 7.5.2 To create marketing materials for events, projects, and elections.
- 7.5.3 To support Members in relation to matters of marketing and brand.
- 7.5.4 To raise the external profile of the Organisation, through suitable press and public relations.

7.6. The individual responsibilities of the **Development Officer** are:

- 7.6.1 To assist in the delivery of the annual Student Radio Conference by organising speakers and workshops in line with the training and development needs of the SRA's Members.
- 7.6.2 To offer support and advice to new and existing student radio stations on all aspects of radio broadcasting.
- 7.6.3 To be responsible for the activities of the Regional Officers and ensure that they are provided with adequate training.
- 7.6.4 To produce and update training material of relevance to Members.
- 7.6.5 To provide and promote suitable training opportunities for Members.
- 7.6.6 To be responsible for creating and updating an annual development plan that sets out objectives of the organisation, and for measuring progress against the plan.

7.7. The individual responsibilities of the **Events Officer** are:

- 7.7.1 To oversee the planning and delivery of all events, including the Student Radio Awards and National Student Radio Conference.
- 7.7.2 To be the point of contact for external contractors and stakeholders in relation to events.
- 7.7.3 To take ownership of the budget for events, in consultation with the Finance Manager.
- 7.7.4 To take all reasonable measures to ensure the health, safety and wellbeing of attendees, volunteers and contractors at events; in line with relevant legislation.

7.8. The individual responsibilities of the **Industry Liaison Officer** are:

- 7.8.1 To source sponsorship and advertising revenue for events.
- 7.8.2 To investigate new ways in which the Organisation can raise revenue through advertising, sponsorship and donations.
- 7.8.3 To support Members in relation to matters of sponsorship and marketing revenue
- 7.8.4 To build and maintain relationships with key stakeholders, and to take responsibility for the delivery of any contractual obligations in relation to these stakeholders.

8. Regional Officers

- 8.1. There shall be eight Regional Officers, co-ordinated by the Membership and Development Officer and responsible to the members in their region.
- 8.2. There shall be a Regional Officer for each of the following regions:
- 8.2.1 South England
 - 8.2.2 South West England and South Wales
 - 8.2.3 North East England
 - 8.2.4 Yorkshire
 - 8.2.5 North West England and North Wales
 - 8.2.6 The Midlands
 - 8.2.7 London and South East England
 - 8.2.8 Scotland
 - 8.2.9 Northern Ireland
- 8.3. The election of Regional Officers shall take place each year at the Annual General Meeting.
- 8.4. The responsibilities of every Regional Officer are:
- 8.4.1 To provide advice and support to members in their region.
 - 8.4.2 To attend any training provided by the Organisation.
 - 8.4.3 To plan and organise training opportunities for members within their region with the assistance of the Membership and Development Officer
 - 8.4.4 To plan and organise social events for members within their region.
 - 8.4.5 To assist with the free flow of information between the Organisation and its Members
 - 8.4.6 To encourage student radio stations within their region that are not currently Members of the Organisation to become Members
 - 8.4.7 To declare any Conflict of Interest to the Executive Committee.
 - 8.4.8 To represent the Organisation in a professional manner.

9. Administrative Officers

- 9.1. The Executive Committee shall, from time to time, appoint Administrative Officers whose responsibilities and remit will be defined as per Appendix III of the Constitution.
- 9.2. Administrative Officers may be re-appointed annually or appointed for the duration of a specific activity.
- 9.3. The responsibilities of every Administrative Officer are:
- 9.3.1 To fulfil their individual responsibilities and remit as defined in Appendix III.
 - 9.3.2 To declare any Conflict of Interest to the Executive Committee.
 - 9.3.3 To represent the Organisation in a professional manner.
 - 9.3.4 To provide a regular report of their activities / progress to the Executive Officer to whom they report.

10. Standing Committees and General Meetings

- 10.1 The following standing committees and meetings shall convene:
- 10.1.1 General Meetings**
 - 10.1.1.1 Any representative of the Student Radio Association or its Members may attend a General Meeting.
 - 10.1.1.2 The General Meeting is the highest decision-making body within the Organisation, and as such a policy or decision implemented by this

body can only be amended / repealed at a subsequent General Meeting.

- 10.1.1.3 An Annual General Meeting shall not take place more than 15 months after the previous Annual General Meeting.
- 10.1.1.4 A General Meeting can be called by a majority decision of the Executive Committee, by notification to the Chair by three or more Ordinary Members or by bodies as defined in section 306 of the Act. The venue will be decided by a vote of the body that have called the meeting.
- 10.1.1.5 The Chair of the Organisation, must give at least 21 days' notice to members before a General Meeting takes place.
- 10.1.1.6 All resolutions and policy or operational documents for discussion at a General Meeting must be submitted to the Chair at least 14 days before the meeting takes place. Documents not received by this date will only be discussed in the Any Other Business section of the meeting at the discretion of the Chair.
- 10.1.1.7 The General Meetings Operational Document shall define the order of business and conduct of a General Meeting.
- 10.1.1.8 The quorum for a General Meeting shall be forty (40) percent of Ordinary Members.
- 10.1.1.9 If a General Meeting is inquorate, its decisions will be recorded, but will not be implemented until ratified at a quorate General Meeting.
- 10.1.1.10 Only Ordinary Members, and Executive Officers are entitled to vote at a General Meeting, except for the Chair of the Association who may not vote except to cast the deciding vote where there is a tie.
- 10.1.1.11 The Station Manager, or their appointed representative or deputy, will hold the voting rights of an Ordinary Member.
- 10.1.1.12 Any General Meeting other than the Annual General Meeting shall be referred to as an Extraordinary General Meeting.

10.1.2 Executive Committee

- 10.1.2.1 The Executive Officers may meet and otherwise regulate their meetings as they see fit. Questions arising shall be decided by a majority of votes. In the case where a vote is hung – the Chair shall have the deciding vote
- 10.1.2.2 Any Executive Officer may call a meeting of the Executive Committee, by submitting a written request to the Chair.
- 10.1.2.3 The Student Radio Association Executive Committee shall be attended by the Executive Officers and optionally the Company Secretary; it shall be chaired by the Chair, or their appointed deputy.
- 10.1.2.4 Subject to majority approval of the Executive Officers, any individual who is not an Officer of the Association may be present at an Executive Committee meeting with no voting rights.
- 10.1.2.5 The Chair must give two days' notice of a meeting to all Executive Officers.
- 10.1.2.6 The Executive Committee has overall responsibility for the day-to-day operation of the Student Radio Association as well as co-opting members to vacant positions, producing and amending operational documents, implementing new projects and setting budgets.
- 10.1.2.7 The quorum for an Executive Committee Meeting shall be a majority of the Executive Officers.

11. Election and Dismissal of Officers

- 11.1. Elections for Executive and Regional Officer positions will be held each year at the Annual General Meeting.
- 11.2. Vacant positions may be filled by co-option, at the discretion of the Executive, until the next General Meeting where a by-election will be held.
- 11.3. Regional Officers may only be voted for by Ordinary Members within the region for which they are standing.
- 11.4. Regional Officers may be dismissed by a two-thirds majority of Ordinary Members in their region submitting a signed petition to the Membership & Development Officer.
- 11.5. A Motion of Dismissal against a Regional Officer may be proposed by a majority decision of the Executive Committee and will be passed if a two-third majority of Ordinary Members in their region agree in writing.
- 11.6. Any Officer may resign their position by writing to the Chair.
- 11.7. A Motion of Dismissal against any Executive Officer may be upheld by a two-thirds majority of a General Meeting providing the motion is submitted in accordance with the General Meetings Operational Document.
 - 11.7.1 Motions of Dismissal can include a clause stipulating that they be applied proactively to any positions elect.
- 11.8. A Motion of Censure against any Officer may be proposed at any time during a General Meeting and upheld by a simple majority.
 - 11.8.1 Only one successful Motion of Censure can be carried against any individual Officer during a particular General Meeting.
- 11.9. A Motion of Censure against an Officer may be upheld by the Chair of any Standing Committee for the nonattendance of the Officer without apologies.
- 11.10. Should any Officer receive two Motions of Censure against them, they shall automatically be dismissed.
- 11.11. To be eligible to run for an Executive Officer position candidates must:
 - 11.11.1 be a current individual member; or
 - 11.11.2 have been involved with the Organisation in the past 13 months; or
 - 11.11.3 have been a student, and involved with a member station within the past 13 months; and
 - 11.11.4 be aged at least 16 at the commencement of the term of office; and
 - 11.11.5 not be disqualified from becoming a Company Director; and
 - 11.11.6 not have held an Executive Officer position for five or more terms already.
- 11.12. To be eligible to run for a Regional Officer position candidates must:
 - 11.12.1 currently be a student; or
 - 11.12.2 have graduated within the past 13 months, but still be involved with a station within that region; and
 - 11.12.3 must intend to be involved with a station within the region for a majority of the next 12 months; and
 - 11.12.4 must be a resident, during term time, in the region they wish to represent.

12. Policy and Resolutions

- 12.1. The term 'policy' shall be as defined under section 2. All policy must take the form of a written document that will be presented to a General Meeting as an ordinary

resolution. The policy will be added to Appendix I of the Constitution if the resolution is passed.

- 12.2. Policy can only be set or revoked by at a General Meeting.
- 12.3. The structure and content of a resolution should comply with the General Meetings Operational Document.
- 12.4. Discussion on any resolution will take the form of a structured debate. The procedure for this is detailed in the General Meetings Operational Document.

13. Finance

- 13.1. The Executive Committee shall contract the services of a Finance Manager. The Finance Manager shall undertake the role of Company Secretary.
- 13.2. The Finance Manager shall be contracted for a period of twelve months at a time. The Executive Committee will agree the fee paid by the Organisation under such a contract.
- 13.3. The Executive Committee shall define the responsibilities of the Finance Manager.
- 13.4. The Finance Manager will provide timely and professional services in line with the Service Level Agreement as agreed by the Executive Committee.
- 13.5. The Finance Manager will be responsible for presenting the accounts of the Organisation to its members at every Annual General Meeting.
- 13.6. Subscription fees levied shall only be used by the Organisation in pursuit of its stated aims.

14. Trustees

- 14.1. There shall be a Board of Trustees, which shall exist primarily to guide and advise the Executive Officers and to safeguard the continuation of the SRA.
- 14.2. The Board shall check at least once every two months that the Executive Officers are fulfilling their obligations to the SRA as defined by this Constitution.
- 14.3. SRA Trustees are industry professionals who offer advice and support to the National Executive Committee.
- 14.4. In addition to the Board's responsibilities as defined elsewhere in this Constitution, the Board shall be empowered to act in specific circumstances:
- 14.5. Where the Board feels that an Executive Officer is not fulfilling their duties as defined by this constitution, the Board may formally censure the Officer by issuing a statement. The Officer shall be given the right to reply.
- 14.6. Where the Board feels that the continuation of the SRA is endangered, the Board may formally recommend a course of action to the SRA's members for a vote.
- 14.7. A majority vote of the Board's members is required for the Board to act in these circumstances.

Membership of Trustees

- 14.1.1 There may be up to four Trustees.
- 14.1.2. Trustees may be appointed by unanimous votes of the Executive Committee.
- 14.1.3. Trustees shall serve a term of two years from the date of their appointment.
- 14.1.4. Trustees' terms may be renewed by either a unanimous vote of the Executive Committee or a majority vote of Members, subject to the above restrictions.
- 14.1.5. Trustees may not be current Members or Officers of the SRA, or have been a Member or Officer of the SRA more recently than two years ago.
- 14.1.6. A Trustee may resign their position at any time by writing to the Chair.

14.1.7. Trustees who fail to carry out their responsibilities may be removed from their role in accordance with

14.1.8. A Trustee may be dismissed from their position by a majority vote of Members at a General Meeting.

Trustees hold no legal responsibilities for the Association or its finances. The Board hold no voting rights at SRA meetings or AGMs.

14. The Constitution

14.1. Any member of the Student Radio Association may propose an amendment to this Constitution.

14.2. Amendments must be referred to the Executive Committee who will consider and draft the change(s). The drafted amendments are subject to successful passage of a Special Resolution of a general meeting, following which the amended document must be submitted to the Registrar of Companies.

14.3. In the event of a dispute over an interpretation of the Constitution, the decision of a General Meeting shall be final.



STUDENT RADIO ASSOCIATION

The Student Radio Association Ltd.

Appendix I: Policy

Last revised: 18th March 2013

Contents

Page 10. Current Policy
There is no current policy in place.



STUDENT RADIO ASSOCIATION

The Student Radio Association Ltd.
Appendix II: Operational Documents
Last revised: 18th March 2013

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The Student Radio Association Ltd.
General Meetings Operational Document

1. All General Meetings will be chaired by the Chair of the Student Radio Association except in their absence in which case they will appoint another member of the Executive Committee to take on the role of Acting Chair.
2. The Operations Officer will record the business of all General Meetings.
3. At the beginning of a meeting, the Chair should appoint a Deputy Chair and two Counters.
4. The Chair may not speak or make any comment other than on the conduct of business while in the Chair.
5. The Chair shall not normally vote except that they must give a casting vote where voting is tied.
6. Any member can make a motion challenging a ruling of the Chair at any point, by indicating orally that they wish to do so. The procedure for debating such a challenge is as per point 7. Where the challenge is successful, the ruling of the Chair shall be overturned.
7. The procedure for challenging a ruling of the Chair shall be as follows:
 - a. Speech by the Challenger – 2 mins
 - b. Speech by the Chair – 2 mins
 - c. Voting
8. The Chair will hand over to the Deputy Chair if:
 - a. A Motion of Censure against them is being moved
 - b. A Motion challenging their ruling is being moved
 - c. They wish to participate in the debate
9. Where the chair has been surrendered temporarily to the elected Deputy, the Deputy will take on the role of Chair and act in accordance with points 4 and 5 above.
10. The following majorities are required to secure a decision of a General Meeting; excepting where the Act requires a higher majority, in which case such requirement supersedes this article
 - a. Ordinary Resolution – 50% +1 of eligible voters present
 - b. Motion of Censure – 50% + 1 of eligible voters present
 - c. Motion of Dismissal – 66% of eligible voters present
 - d. Special Resolution – 75% of eligible voters present
11. It is the responsibility of the Counters to count and record the result of votes, which will be passed to the Chair and recorded by the Operations Officer in the minutes of the meeting.
12. The order of business at a General Meeting shall be as follows
 - a. Apologies for Absence
 - b. Appointment of a Deputy Chair and Counters
 - c. Minutes of the Previous Meeting
 - d. Correspondence
 - e. Officers' Reports and Questions
 - f. Presentation of Accounts and Finance Manager's Report
 - g. Motions of Dismissal
 - h. Special Resolutions
 - i. Ordinary Resolutions (discussed in the order in which they were submitted)
 - j. Policy Lapse
 - k. Elections
 - l. Any Other Business
13. Resolutions and Motions of Dismissal must be submitted to the Chair at least 7 days prior to the date of the General Meeting.
14. The procedure for discussing Ordinary Resolutions shall be as follows:
 - a. Speech by the proposer – 4 mins

- b. Speech in opposition – 4 mins
 - c. Questions (made through the Chair) – 4 mins
 - d. Additional speech for / against the motion, at the discretion of the Chair – 4 mins each
 - e. Summary Against the Motion by the 1st opposition speaker – 2 mins
 - f. Summary for the motion by the proposer – 2 mins
 - g. Voting
15. The procedure for discussing a Motion of Dismissal shall be as follows:
- a. Speech by the proposer – 6 mins
 - b. Speech by the subject of the motion – 6 mins
 - c. Voting
16. All resolutions and amendments must have a proposer. This can be any Ordinary Member or Individual Member of the Student Radio Association.
17. Amendments to any resolution must be submitted to the Chair prior to the commencement of summarisation for / against a resolution.
18. An amendment may alter any point in the original resolution, providing it does not result in a resolution that directly contradicts the intention of the original resolution.
19. The proposer of the original resolution may agree to accept any amendment. In this case the amendment will be incorporated into the original resolution. If the proposer of the original resolution does not accept the amendment, a vote shall be taken as to whether the amendment is adopted..
20. A resolution should be structured as follows:

Section 1 – The SRA Notes:

In this section the proposer will highlight factual information relevant to the policy being proposed.

Section 2 – The SRA Believes:

In this section the proposer will highlight the stance that they believe the SRA should take on an issue, in relation to the facts presented in section 1 of the resolution.

Section 3 – The SRA Resolves:

The final section will highlight the steps that the proposer believes the organisation needs to take to meet the beliefs presented in section 2 of the resolution.

- 21. All present at a General Meeting are expected to maintain good order. No person should interrupt any other when they are speaking with the exception of the Chair. The Chair will invite individuals to speak at their discretion.
- 22. The Chair may eject from the meeting any person who acts in a way that is detrimental to the conduct of the meeting.

The Student Radio Association Ltd.
Elections Operational Document

Contents

1. The Chair shall give 21 days' notice of the election which shall include:
 - a. Details of posts for election.
 - b. Details for return of nominations.
 - c. Details of when the election shall take place.
2. A Returning Officer shall be appointed fairly by the Executive Committee prior to the Election. The Returning Officer shall be any person who does not have an interest in the election.
3. The Executive Committee shall have overall control and responsibility for all elections; however they shall delegate any decisions relating to the conduct of the election to the Returning Officer.
4. Elections shall be held by the Single Transferrable Voting System as outlined in the Electoral Reform Society's, "How to Conduct an Election by the Single Transferable Vote" (1997).
 - a. The Returning Officer will distribute ballot papers, with room to rank nominees, listing all candidates running in the election, including R.O.N (Re-Open Nominations).
 - b. Voting members will be asked to rank candidates in their order of preference, where 1 is their most preferred candidate, 2 is their second most preferred candidate etc. Voters do not have to rank all, or any, nominees in an election.
 - c. Counting takes place in rounds, where each round has a 'quota' which a candidate must meet in order to win the election – this is calculated as: $[\frac{\text{the total votes cast}}{\text{seats to be filled plus one}}]$ plus one, rounded down to the nearest integer.
 - d. A candidate that reaches or exceeds the quota is declared elected. If there is no elected candidate, the candidate with the lowest number of votes is eliminated and the next choice votes on those ballots are distributed among the remaining candidates. This continues until a candidate reaches and exceeds the quota.
5. All elections shall provide the opportunity to vote for Re-Open Nominations, in preference to one or more candidates.
6. If insufficient nominations have been received to fill all vacancies at the close of nominations, the election shall proceed regardless.
 - a. At the discretion of the Returning Officer, on receipt of no nominations, they may reopen nominations to the floor.
7. Nominations shall be made in writing and require the title of the post contested, the full name of the candidate and the name of the station which they are/were a member of.
8. With each nomination, the candidate may submit a manifesto of up to one page of A4 – this should be presented in a format agreed by the Executive Committee and in no less than 11pt text.
9. Any member may challenge the validity of a candidate at any time before hustings at the election. The Returning Officer shall rule on any challenge and their decision shall be final.
10. Candidates may not make use of Student Radio Association resources or communication channels to campaign.
11. The quoracy of an election will be the same as the quoracy of the meeting at which the election is held.
12. Ballot forms should be retained by the Company Secretary and kept on file for a minimum of 3 years.
13. All elections should be run in accordance with the Student Radio Association's Equal Opportunities Policy.

Duties of the Returning Officer

1. to count the ballots and be responsible for all matters relating to their counting.
2. to rule on any matter relating to the conduct of the election, subject to ratification by the Executive Committee. This shall include the power to penalise or exclude candidates in respect of any breach of election regulation and to postpone or nullify the result of an election in respect of any irregularity.
3. to report the election results to the Members

Eligibility to stand and vote

1. Only Ordinary Members, and Current Executive Officers are entitled to vote in an Election.
2. Each Ordinary Member shall nominate a single representative, normally the Station Manager, or the appointed representative or Deputy, to be responsible for the station vote.
3. An Ordinary Member wishing to nominate another member as their proxy may do so as long as this is notified to the Returning Officer in writing at least 24 hours prior to the election.

Procedure

1. Elections shall be held at the Student Radio Association's Annual General Meeting
2. The Returning Officer shall receive nominations at least 14 days before the election.
3. Nominations will be notified to members at least 7 days prior to the elections.
4. The Returning Officer shall ensure that elections are conducted fairly and efficiently.
5. The number of votes cast should be passed to the Operations Officer who shall record them in full in the minutes of the meeting, and to the Chair who shall announce them to those assembled.

Voting

1. Voting shall occur after hustings.
2. The Returning Officer shall issue ballot forms only to those who are eligible to vote.
3. The ballot form should take the following form:
 - a. The candidates should be listed under the position they are running for in alphabetical order of surname, with an empty box next to their name.
 - b. The form should clearly indicate the option to abstain or to vote to re-open nominations for each position.
 - c. Clear instructions for completion should be included on each ballot form.

Hustings

1. Hustings will take place immediately prior to the Election.
2. Candidates will be allowed a speech of up to 2 minutes.
3. Questions put to each of the candidates can be submitted in writing to the Returning Officer or made verbally from the floor. Candidates will have up to one minute to answer such questions.
4. The Returning Officer can choose to end this process at any point – this decision can be challenged by a simple majority of the membership present, if they feel there are outstanding issues of interest.

5. Questions may be directed at an individual candidate at the discretion of the Returning Officer
RON

1. Any Ordinary Member may run a single campaign for R.O.N. This should be co-ordinated by an individual agreed by the Returning Officer.
2. Should R.O.N win an election, the Returning Officer may decide to hold a new election straight away, or at some future date.
3. If the election is to be held straight away, nominations may be received from the floor and the election should proceed immediately in the usual way.

The Student Radio Association Ltd.
Expenditure Operational Document

All expenditure must be properly incurred in pursuit of the objects of the Association.

1. Any unbudgeted expenditure totalling more than £10.00 is subject to the prior approval of the Executive Committee.
2. The Executive Committee reserves the right to refuse payment of bills and invoices, or the repayment of expenses if they believe that the expenditure is not for the exclusive benefit of the Student Radio Association.
3. Executive Officers may claim subsistence expenses per day spent on official Student Radio Association business. This shall be determined by the Executive on an annual basis and communicated by means of a Finance Circular.
4. No two Officers may claim expenses for a trip undertaken where only one Officer was required.
5. Attendance at any meeting, conference or event will only be funded by the Student Radio Association on receipt of a satisfactory report of undertakings to the Executive Committee and, where relevant, to the members. If this does not happen, the Executive Committee reserves the right to refuse payment of bills and invoices, or the repayment of expenses. .
6. The Executive Committee delegates their authority to issue purchase orders and to enter into contracts for the provision of goods or services on behalf of the Student Radio Association to the Finance Manager.
7. Out-of-pocket expenses should be reclaimed as per the current process set out by the Executive Committee.
8. All expense claims must be supported by relevant documentation (preferably VAT receipts), then sent to the Finance Manager for consideration.
9. All expenses claims must be made within three months and, in any case, within the financial year in which they were incurred.
10. These guidelines apply to all Officers of the Student Radio Association.

The Student Radio Association Ltd.
Equal Opportunities Operational Document

All activities of the Student Radio Association will be undertaken in consideration of the following statement:

1. ***“The Student Radio Association believes in equal rights for all, regardless of sex, race, age, creed, sexuality, ability, or political persuasion.”***
2. It is the responsibility of the Chair to enforce this policy within the day-to-day operation of the Organisation and to handle any complaints with regard to any breaches of the above statement.
3. Where relevant, the chair of a standing committee is responsible for ensuring the proceedings of the committee adhere to the above statement.
4. Where relevant, the Officer managing a project or event is responsible for ensuring that activities undertaken in relation to the project or event adhere to the above statement.



STUDENT RADIO ASSOCIATION

The Student Radio Association Ltd.

Appendix III: Role Specifications for Administrative Officers

Last revised: 18th March 2013

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Technical Officer**Level: Administrative Officer**

Reports to: Marketing & Communications Officer
Director: No

Direct Reports: None
Deputy: N/A

Main Purpose:

The holder of this post is responsible for managing, maintaining and developing a wide variety of online resources and systems for the benefit of The Student Radio Association and its members.

Principle Accountabilities

- To facilitate and manage the provision of hosting services for the websites and such online resources as the organisation undertakes to develop.
- To manage the upkeep of any internet domain names and email aliases the organisation owns.
- To maintain and develop the associated online resources in accordance with the needs of the organisation.
- To support member stations in their technical endeavours, assisting to resolve any issues they may come across
- To maintain a network of technical connections and professionals, as well as a network of representatives from member stations in order to provide the best support possible.
- To carry out other duties as specified from time-to-time by the Marketing & Communications Officer.

Specific Skills, Experience, and Knowledge:

- Strong Level of IT Proficiency
- Proactive and self-motivated
- Familiarity with Google Apps
- Understanding of CSS applications
- Good attention to detail
- Strong understanding of custom WordPress Installations
- Familiarity with the PayPal API understanding of Twitter, Facebook, and YouTube Integration

**Deputy Marketing & Communications Officer
Officer****Level: Administrative**

Reports to: Marketing and Communications Officer
Director: No

Direct Reports: None
Deputy: N/A

Main Purpose:

The holder of this post is responsible for supporting the Marketing & Communications Officer by taking a lead role in design and management of publicity and online content for the Association.

Principle Accountabilities

- To produce publicity material promoting Student Radio Association events, activities and campaigns.
- To maintain a digital archive / catalogue of photos, videos and audio in relation to events.
- To take a leading role in the production of event literature (e.g. programmes), including liaising with content providers.
- To act as an expert for other areas of the organisation in relation to design and branding.
- To be responsible for the print management process; from obtaining competitive quotes through to proofing artwork and ensuring fulfilment.
- To produce engaging multi-media content for the website.
- To manage any organisations or individuals contracted to provide external design services to the organisation.
- To deputise for the Marketing and Communications Officer in their absence.

Specific Skills, Experience, and Knowledge:

- Proactive & self-motivated
- Creative

- Strong planning & organisation skills
- Stakeholder management

Music Officer

Level: Administrative

Officer

Reports to: Chair	Direct Reports: None
Director: No	Deputy: Deputy

Music Officer

Main Purpose:

The holder of this post is responsible for forging and managing relationship between student radio stations and the professional music industry.

Principle Accountabilities

- To forge and maintain relations between music publishers and promo companies and the membership.
- To advise and support members trying to obtain music for radio airplay.
- To help members obtain access to record labels, artists and their management.
- To develop the provision of music related services for the members, on a local and national level.
- To support the Chart Show Coordinator with the production of the Student Radio Chart Show as required.
- To maintain and grow the SRA Music Network, feeding back information to pluggers, and continuing to maintain all established relationships

Specific Skills, Experience, and Knowledge:

- Proactive & self-motivated
- Ability to build and maintain relationships
- A strong knowledge of the UK music industry

Chart Officer

Level: Administrative Officer

Reports to: Chair	Direct Reports: None
Director: No	Deputy: N/A

Main Purpose:

The holder of this post is responsible for the compilation, production and national syndication of the Student Radio Chart Show.

Principle Accountabilities

- To compile, publish and release a weekly, nationally syndicated Student Radio Chart, working with the relevant external organisations to compile a chart that is relevant to the student market, and the current new music scene.
- To act as Executive Producer for the Student Radio Chart Show, taking full responsibility for ensuring the show is successfully produced, broadcast and syndicated each week.
- To monitor the Student Radio Chart Show and the output of participating stations to ensure quality and compliance.
- To work with the Industry Liaison Officer to identify and implement sponsorship and business opportunities for the Student Radio Chart Show.
- To promote the Student Radio Chart Show both internally and externally, and work with the Marketing and Communications Officer to ensure this is completed.

Specific Skills, Experience, and Knowledge:

- Proactive and self-motivated
- Strong planning & organisation skills
- Creative
- Stakeholder management

Deputy Music Officer**Level: Administrative Officer****Reports to:** Music Officer**Direct Reports:** N/A**Director:** No**Deputy:** Yes**Main Purpose:**

The holder of this post is responsible for forging and managing relationship between student radio stations and the professional music industry.

Principle Accountabilities

- To assist the Music officer in maintaining relations.
- To help members obtain access to record labels, artists and their management.
- To support the Chart Show Coordinator with the production of the Student Radio Chart Show as required.
- To assist the Music Officer in the collection of music data from stations, and maintaining the SRA Music Network.
- To deputise for the Music Officer in their absence.

Specific Skills, Experience, and Knowledge:

- Proactive & self-motivated
- Ability to build and maintain relationships
- A strong knowledge of the UK music industry

Alumni Officer**Level: Administrative Officer****Reports to:** Chair
Development Officer**Direct Reports:** Membership and**Director:** No**Deputy:** N/A**Main Purpose:**

The holder of this post is responsible for the maintenance of the alumni networks and relations on behalf of the executive and the SRA.

Principle Accountabilities

- To maintain relationships with the Association's alumni when they have left student radio
- To act as a conduit and provide updates to alumni on the on-goings of the Association
- To actively encourage participation by alumni in Association events
- To organise and coordinate networking events for Alumni and current students' alike
- To source and create web content, such as news stories or training materials from alumni
- To be the primary source of contact between the Executive and the Student Radio Awards judges
- To continue to look for new opportunities to engage with alumni and strengthen their relationships with the Association and its' members.

Specific Skills, Experience, and Knowledge:

- Strong student radio and alumni knowledge
- Good industry knowledge
- Good relationship and understanding of the SRA
- Self-motivated and proactive
- Well-respected ability to build relationships
- Highly organised

Deputy Events Officer**Level: Administrative Officer****Reports to:** Events Officer
Director: No**Direct Reports:** None
Deputy: N/A**Main Purpose:**

The holder of this post is responsible for supporting and assisting the Events Officer in their efforts to put on events on behalf of the SRA across the U.K.

Principle Accountabilities

- To support the Events Officer with the planning and delivery of all events, including the Student Radio Awards and National Student Radio Conference.
- To support and advise the Regional Officers in relation to local events such as training days and nomination parties.
- To be a point of contact for external contractors and stakeholders in relation to events.
- To provide administrative support in relation to events, as required.
- To deputise for the Events Officer in their absence.

Specific Skills, Experience, and Knowledge:

- Strong planning & organisation skills
- Creative
- Time management
- Ability to work to a budget
- Good attention to detail

Production Officer**Level: Administrative Officer****Reports to:** Events Officer
Director: No**Direct Reports:** None
Deputy: N/A**Main Purpose:**

The holder of this post is responsible for assisting the Events Officer in the organisation and operation of both the SRA Awards and Conference by handling the production-based elements of the events.

Principle Accountabilities

- Production management and directing of the SRA Awards, Demo Factor and I Love Student Radio Awards
- Managing technical aspects of SRA events, such as hiring equipment and co-ordinating technical teams and contractors
- Assisting member stations with student station's events, should they ask for help
- Supporting the Events Officer in their role

Specific Skills, Experience, and Knowledge:

- Time management
- Planning and Organisation
- Excellent level of IT and Technical Proficiency
- Brand awareness
- Team skills



STUDENT RADIO ASSOCIATION

The Student Radio Association Ltd.

Appendix IV: Register of Honorary Life Members

Last revised: 07th March 2018

Honorary Life Members

Each year at the Student Radio Association as a whole, grants Honorary Life Membership to a number of people who have given up their time to improve and contribute to the events and activities of the Association.

The following list of people have been granted Honorary Life Membership in lines with Section 5 of the Constitution:

2008

- Matt Deegan
- Neil Gardner
- Will Jackson
- Chris North

2009

- *No Honorary Life Memberships awarded*

2010

- James Cridland
- Helen Grimes
- Neil Sloan

2011

- Sarah Ghost
- Steve Lamacq
- John Lawley
- Rik Ward

2012

- Vicki Blight
- Matt Hurst
- Jonathan Jacob
- Huw Stephens

2013

- Dick Stone
- Mark Farrington
- Tim Dye

2014

- Ashley Tabor
- Ben Cooper
- Greg James
- The Radio Academy

2015

- Emma Bradshaw
- Chris Sawyer
- Rob Watson
- Fred Bradley

2016

- Tim Johns
- Scott Mills
- Lee Sevenoaks
- James Lloyd

2017

- Jonny Chambers
- Mike Cass

- Carina Tilson